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*Office Memorandum* • UNITED STATES GOVERNMENT

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TO :  
ATTN :

DATE: 12 Jan 1956

FROM : Assistant Director for Current Intelligence

SUBJECT: Request for Vault Area in the Records Center

1. The Offices under the DD/I have on hand approximately 765 cubic feet of inactive records that have not been transferred to the Records Center due to their classification and sensitivity. It is estimated that similar material will accumulate at the rate of 356 cubic feet annually. The records are seldom needed in the conduct of current business, but are of permanent value.

2. Records of this category will be retired to the Records Center in sealed cartons and all requests for withdrawals will be made by carton number rather than individual files. The servicing of these records will be limited to personnel especially cleared and authorized to handle the material.

3. It is requested that a separate gridded vault area of 2200 cubic feet capacity be provided in the Records Center for the storage of this material and that the door to the area be equipped with a built-in 3-way combination lock. The combination to the vault will be made known only to those individuals in the Records Center authorized to handle material stored in the vault and may be filed in a sealed envelope with the [REDACTED] for emergency use.

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/s/ HUNTINGTON D. SHELDON

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